

CONVERSE COUNTY, WYOMING EMPLOYMENT APPLICATION

Converse County is an Equal Opportunity Employer and provider of ADA services. Please submit one application per position to the address indicated on the job posting announcement. Copies are acceptable; however, all signatures must be originals. Applications lacking sufficient information will be rejected. It is your responsibility to assure that your application is received or postmarked by the closing date as required by the hiring agency. Please be sure to fill out the form completely. Also, please note the completed form will become a public record when submitted to a Converse County agency.

If applying for a vacant position, fill in the information in the area below:

Job Title: _____

Department/Agency: _____ Deadline Date: _____

Personal Information

Last Name: _____ First Name: _____ Initial: _____

Home Address: _____

City, State, Zip: _____

Home Phone () _____ Work Phone () _____

Cell Phone () _____ Social Security Number _____

Social Security Number Notice

Social Security Numbers (SSN) are used to match individuals with their application and/or examination file. Disclosure of your SSN is voluntary; however, a nine-digit number is necessary to process your application. Upon appointment and certain other laws and regulations, a request for a SSN is mandatory. Your SSN may be used for purposes including, but not limited to, the following: Identification of obligors under child support orders, detection of welfare fraud, processing background checks and tax information or general employee identification.

Summary of Qualifications:

In the area below, describe briefly the experience, education, training and other factors that qualify you for the position for which you are applying. Refer to minimum qualifications and any position specific qualifications posted for this position. *Be sure to provide details of your background as requested on the following page.*

The following information will be used only if it is directly related to the position for which you are applying:

1. Are you willing and able to secure a WY Driver's License if a license is required?
Yes ___ No ___
2. If the position requires travel, can you supply your own transportation?
Yes ___ No ___
3. Have you ever been employed by Converse County: Yes ___ No ___
4. Have you ever been convicted of a felony? Yes ___ No ___

(A felony conviction may not automatically exclude you from consideration.)
If you answered "Yes" to question 3 or 4, please explain fully, indicating by number the question to which you are responding: _____

Licenses, Registrations, Certificates

Be sure to include any valid driver's license or commercial driver's license if required for the job title.

License/Certification issued by:	Field/Trade/Specialization	License/Cert. #	Expires
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Experience

In the areas below, please list your past work experience beginning with your most recent employment. Military experience and volunteer work may also be included as employment. NOTE: In order to be considered for employment, you must fill in the information below, accurately and completely. You may submit a resume *in addition to* completing this section, and such resume may be required by the hiring department. If you need additional space, attach extra copies of this page.

Employer:	From:
Phone:	
Address:	<u>Month/Day/Year</u>
City State Zip	To:
Reason for Leaving:	Month/Day/Year
Job Title: Job Duties:	Salary:
	Supervisor's Name:

Employer:	From:
Phone:	
Address:	<u>Month/Day/Year</u>
City State Zip	To:
Reason for Leaving:	Month/Day/Year
Job Title: Job Duties:	Salary:
	Supervisor's Name:

Employer:	From:
Phone:	
Address:	<u>Month/Day/Year</u>
City State Zip	To:
Reason for Leaving:	Month/Day/Year
Job Title: Job Duties:	Salary:
	Supervisor's Name:

Employer:	From:
Phone:	
Address:	<u>Month/Day/Year</u>
City State Zip	To:
Reason for Leaving:	Month/Day/Year
Job Title: Job Duties:	Salary:
	Supervisor's Name:

Employer:	From:
Phone:	
Address:	<u>Month/Day/Year</u>
City State Zip	To:
Reason for Leaving:	Month/Day/Year
Job Title: Job Duties:	Salary:
	Supervisor's Name:

Education

High School Graduate: Yes ___ No _____

Name and Location of High School (city and state)

GED Certificate Number: _____

Issued By: _____

Are you currently attending school? Yes ___ No ___

Level _____

Post High School Education

Include technical, business, professional schools of college/university.

School Name & Location	Major Area(s) Of Study	Type of Degree or Certification
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please list below the specific course work areas at the high school level or beyond, relevant to the position for which you are applying. Also indicate the number of courses you have successfully completed in each area. NOTE: A transcript may NOT be substituted for this section, although you may be required to submit a copy of a transcript.

Course Work Area	No. of Courses	Total Hrs. of Training
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Equipment Usage and/or Skills

List special equipment or machines you can operate:

List computer programs in which you have a skill, including word processing, spreadsheet, and database programs. Please indicate the name of the specific software:

List special clerical skills, including typing and shorthand:

Skill:	Typing Speed:
_____	_____
_____	_____

List any additional relevant skills you have:

Certification

I certify that the answers I have made to all questions in this application are true and complete to the best of my knowledge. I understand that if this application is not completed in its entirety, it will not be processed and I will automatically be disqualified. I understand that I am responsible for the correctness of this application. I also understand that a background check may be required prior to employment, and that in accordance with the Drug Free Workplace Program, drug testing may be required. I waive all provisions of law forbidding colleges or universities which I attended or past employers, from disclosing any information which they acquired relevant to my employment. I consent that they may disclose such information to the Converse County agency that holds the vacancy for which I am applying and to appropriate officials for recruitment purposes. I understand that any offer of employment is conditional upon proof of legal authorization to work in the United States as required by the Immigration Reform and Control Act.

Applicant's Signature: _____

Date: _____